



Streamlined procurement vehicle for use by GPO's customer agencies.

GPO's **Simplified Purchase Agreement (SPA)** gives users an unprecedented level of flexibility and control in acquiring printing, related publishing and digital services valued up to \$10,000 from commercial vendors.



Sign up and gain **access to over hundreds of contractors** to satisfy your printing, related publishing and digital service needs.

Features

Control

Using the SPA allows you to solicit and procure printing and related services directly from GPO approved vendors.

Convenience

You can place orders and work directly with the vendors based on your individual schedule requirements.

Competitive

Local small businesses are given an opportunity to market their services directly to you.

Best Value

Awards are made based on past performance, business practices, convenience, and courteous service.

Reliability

This program has successfully been in use for over 10 years. The SPA ensures compliance with GPO Contract Term requirements (i.e. QATAP, JCP paper specs, etc.) GPO is there to help with any questions or concerns at any time.

Payment Options

SPA accounts can be financed using a credit card, GPO Deposit Account, or IPAC billing methods. All invoicing is generated by GPO.

Benefits

Process

Using the SPA simplifies the procurement process for both the agency and the contractor. It gives your agency control and convenience when looking for ways to quickly procure quality printing and related services through GPO. There are no time delays because you place the order directly with the certified vendor of your choice when the materials are ready.

Changes

The SPA is flexible and allows for a last minute change in copy. GPO provides administrative and technical assistance for complex changes in requirements or if you have any questions.

Payment

Using GPO's audit and payment of contractor vouchers minimizes the administrative burden.

Cost Savings

Taking advantage of GPO's large volume buying position allows you to save.

Popular SPA Products and Services

- Printing in single or multiple colors
- Litigation copying
- Copying (full color/black)
- Oversized items (maps, blueprints, etc.)
- Digital imaging (full color/black)
- Screen printing
- Translations/editorial services
- Graphic design services
- CD/DVD duplicating
- Books/pamphlets
- Folders (presentation, pocket, etc.)
- Signs, posters, banners (regular, easel back, pocket)
- Engraving (printed and metal/plastics)
- Envelopes (construction/printing)
- Labels, decals, and stickers
- Magnetic cards
- Bags (paper, canvas, and plastic)
- Conference materials
- Multipart forms (carbon and NCR)
- Scanning/digitization
- Promotional items
- ebooks



To learn how to get started, view an intro video, and download our forms, go to www.gpo.gov/customers/spa. For additional information, contact a GPO National Account Manager at **202.512.1904** or email nam@gpo.gov.